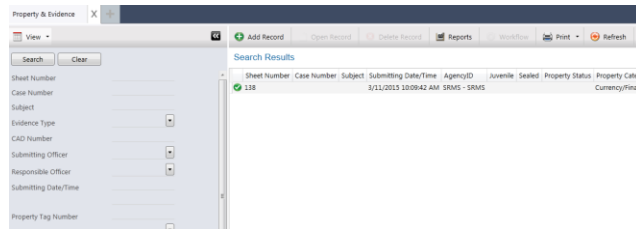




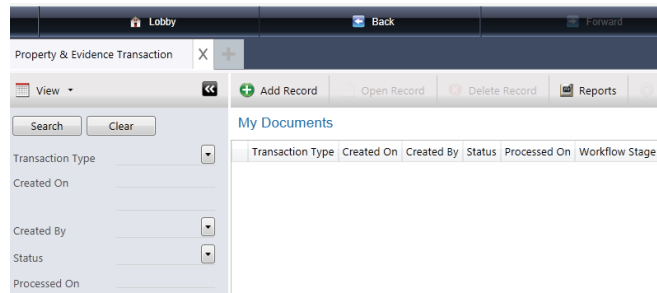
TRAINING BULLETIN #4

Property Transactions: Moving multiple pieces of checked-in property

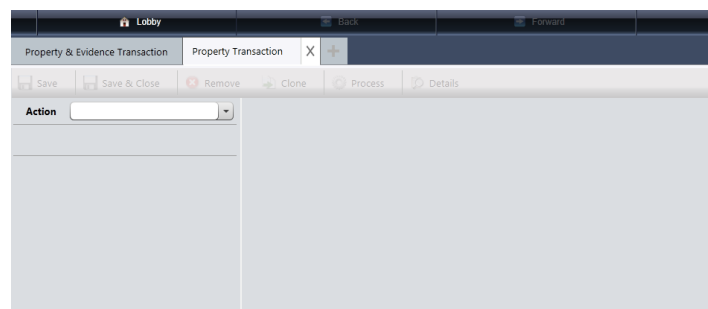
Below you will find step by step screen shots to walk you through the process of moving multiple pieces of already checked-in property from one location to another.



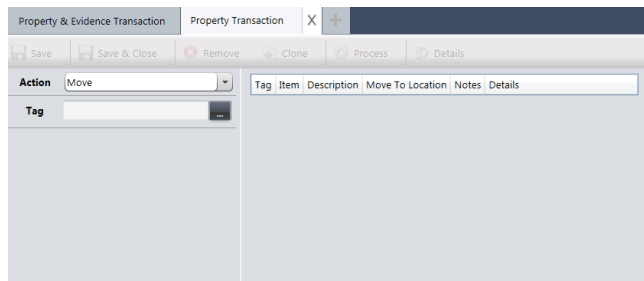
From the lobby screen, click “property & evidence” under the “operations” section. Note the number of the property sheet containing the checked-in property you need to move. Go back to the lobby screen, and click “property & evidence transaction,” under the “operations” section.



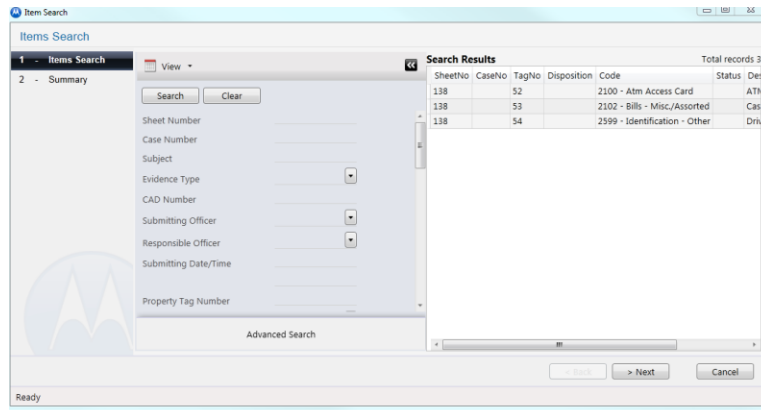
From this screen, click “add record.”



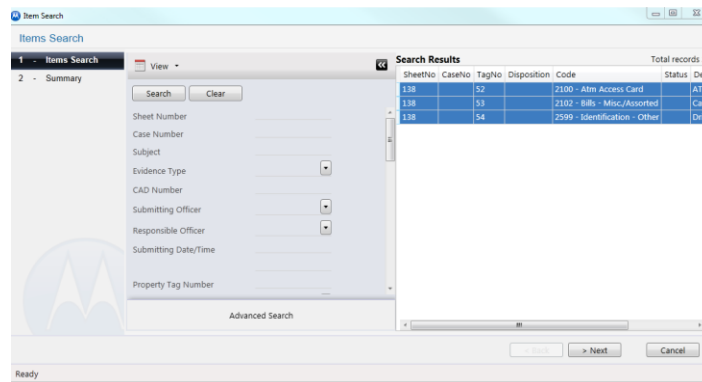
Next, click action. From the drop down list, select “move.”



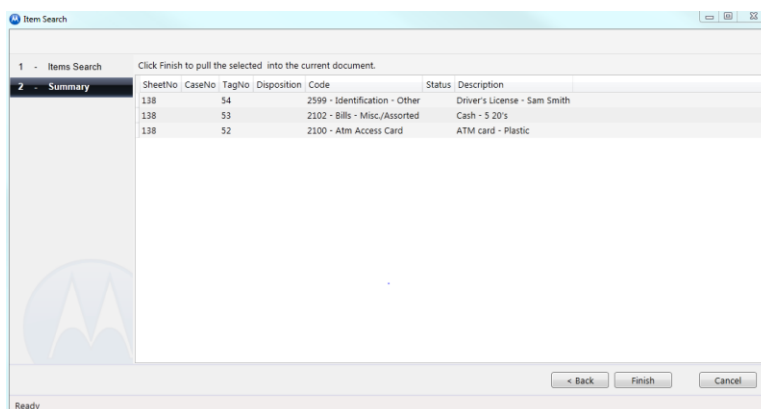
Click the “...” button at the end of the “tag” line.



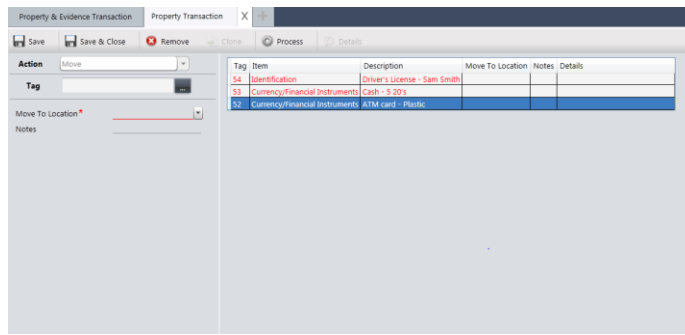
Locate the property sheet number you need on the right hand side of the screen under “search results.” To select one piece of property, simply click on the appropriate line. To select multiple pieces of property, hold down the “control” key on your keyboard and, with your mouse, click each piece of property you’d like to move.



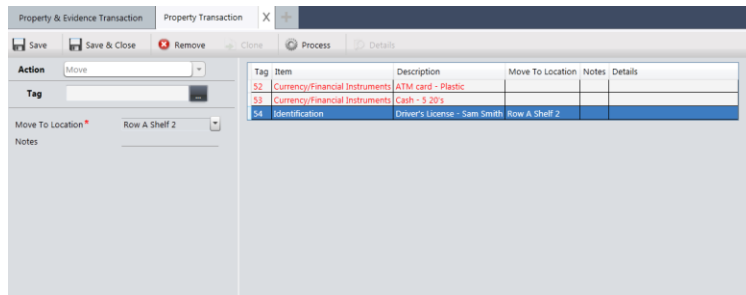
Once you’ve highlighted the pieces of property you’d like to move, click the “next” button.



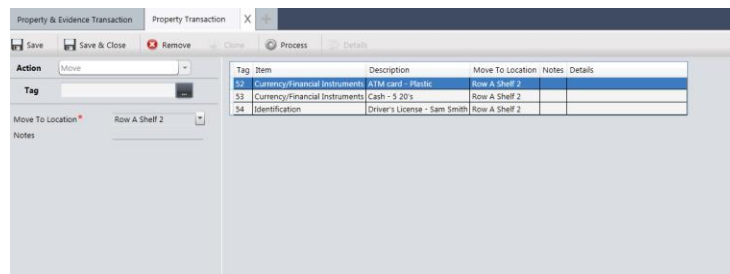
Now click the “finish” button.



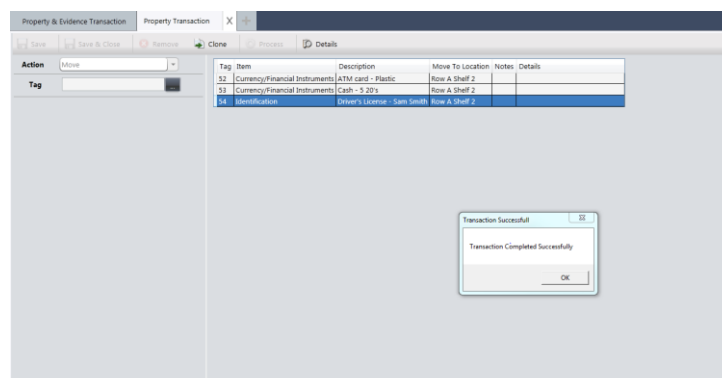
On this screen, select a piece of property by clicking on it.



Select from the drop down list which location you'd like to move this piece of property to. You'll need to do this for each individual piece of property.



Once you've designated the new location for each piece of property, click "process."



You should receive a message saying "transaction completed successfully." Click ok to close the dialog box.

If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV